



# Special Council Meeting

AGENDA

Tuesday 31 October 2023

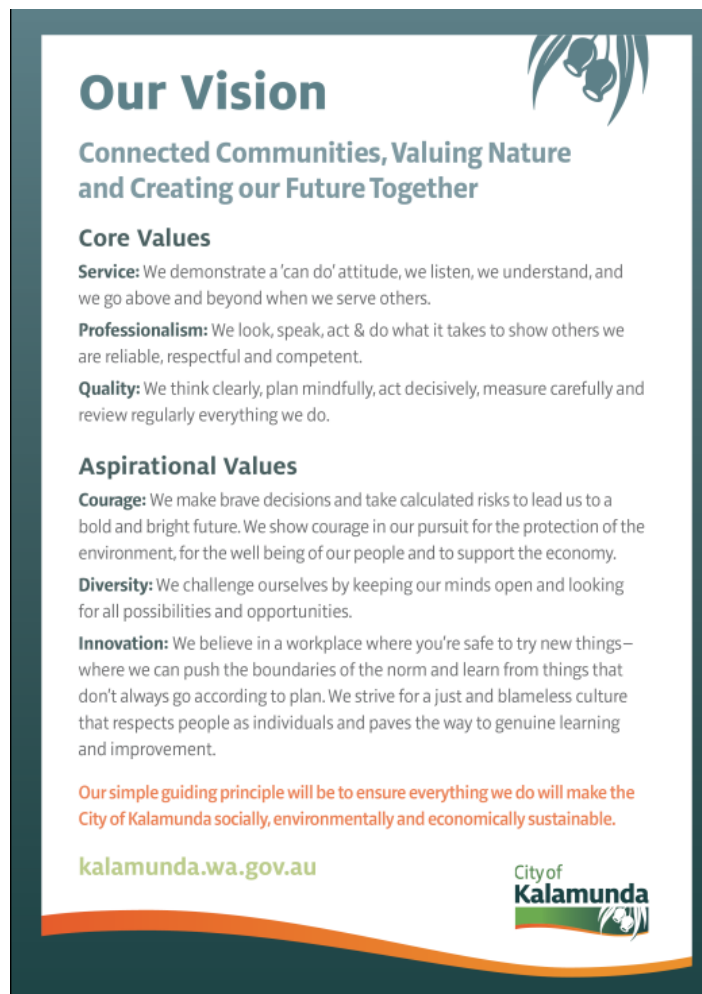
## NOTICE OF MEETING SPECIAL COUNCIL MEETING

Dear Councillors

Notice is hereby given that a Special Meeting of Council will be held in the Council Chambers, Administration Centre, 2 Railway Road, Kalamunda on **Tuesday 31 October 2021 at 6:30pm.**



Gary Ticehurst  
**A/Chief Executive Officer**  
26 October 2021



### Our Vision

**Connected Communities, Valuing Nature and Creating our Future Together**

#### Core Values

**Service:** We demonstrate a 'can do' attitude, we listen, we understand, and we go above and beyond when we serve others.

**Professionalism:** We look, speak, act & do what it takes to show others we are reliable, respectful and competent.

**Quality:** We think clearly, plan mindfully, act decisively, measure carefully and review regularly everything we do.

#### Aspirational Values

**Courage:** We make brave decisions and take calculated risks to lead us to a bold and bright future. We show courage in our pursuit for the protection of the environment, for the well being of our people and to support the economy.

**Diversity:** We challenge ourselves by keeping our minds open and looking for all possibilities and opportunities.

**Innovation:** We believe in a workplace where you're safe to try new things—where we can push the boundaries of the norm and learn from things that don't always go according to plan. We strive for a just and blameless culture that respects people as individuals and paves the way to genuine learning and improvement.

**Our simple guiding principle will be to ensure everything we do will make the City of Kalamunda socially, environmentally and economically sustainable.**

[kalamunda.wa.gov.au](http://kalamunda.wa.gov.au)

City of Kalamunda

## **INFORMATION FOR THE PUBLIC ATTENDING COUNCIL MEETINGS**

Welcome to this evening's meeting. The following information is provided on the meeting and matters which may affect members of the public.

If you have any queries related to procedural matters, please contact a member of staff.

### **Special Council Meetings – Procedures**

1. Council Meetings are open to the public, except for Confidential Items listed on the Agenda.
2. Members of the public who are unfamiliar with meeting proceedings are invited to seek advice prior to the meeting from a City Staff Member.
3. Members of the public are able to ask questions at a Special Council Meeting during Public Question Time on matters relating to the functions of this meeting.
4. To facilitate the smooth running of the meeting, silence is to be observed in the public gallery at all times except for Public Question Time.
5. All other arrangements are in general accordance with Council's Standing Orders, the Policies and decision of the City or Council.

### **Acknowledgement of Traditional Owners**

We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk Noongar people. We wish to acknowledge their Elders' past, present and future and respect their continuing culture and the contribution they make to the life of this City and this Region.

## **Emergency Procedures**

**Please view the position of the Exits, Fire Extinguishers and Outdoor Assembly Area as displayed on the wall of Council Chambers.**

**In case of an emergency follow the instructions given by City Personnel.**

**We ask that you do not move your vehicle as this could potentially block access for emergency services vehicles.**

**Please remain at the assembly point until advised it is safe to leave.**

## INDEX

<b>1. Official Opening .....</b>	<b>6</b>
<b>1.1. Attendance, Apologies and Leave of Absence Previously Approved .....</b>	<b>6</b>
<b>2. Election and Swearing-in of Deputy Mayor .....</b>	<b>6</b>
2.1. Election of Deputy Mayor .....	6
2.2. Swearing in of Deputy Mayor .....	6
<b>3. Public Question Time.....</b>	<b>6</b>
<b>4. Petitions/Deputations .....</b>	<b>7</b>
<b>5. Announcements by the Member Presiding Without Discussion.....</b>	<b>7</b>
<b>6. Matters for Which the Meeting may be Closed.....</b>	<b>7</b>
<b>7. Disclosure of Interest .....</b>	<b>7</b>
<b>8. Reports to Council.....</b>	<b>8</b>
<b>8.1. Chief Executive Officer Reports.....</b>	<b>8</b>
8.1.1. Appointment of Councillors to External, Management Committees and Advisory Groups 2023/2025 .....	8
8.1.2. Development Assessment Panels - Nomination of Members.....	12
8.1.3. Chief Executive Officer - Recruitment Process .....	17
<b>9. Meeting Closed to the Public.....</b>	<b>25</b>
<b>9.1. Development Services Reports.....</b>	<b>25</b>
<b>9.2. Asset Services Reports.....</b>	<b>25</b>
<b>9.3. Corporate Services Reports .....</b>	<b>25</b>
<b>9.4. Office of the CEO Reports.....</b>	<b>25</b>
<b>9.5. Chief Executive Officer Reports.....</b>	<b>25</b>
<b>10. Closure .....</b>	<b>25</b>

**1. Official Opening**

**1.1. Attendance, Apologies and Leave of Absence Previously Approved**

**2. Election and Swearing-in of Deputy Mayor**

**2.1. Election of Deputy Mayor**

The election is to be conducted in accordance with the procedure prescribed by the mayor. The procedure for electing a Deputy Mayor is set out in Schedule 2.3, Division 2, of the *Local Government Act 1995* (Attachment 9.1.1.2). The election is to be conducted at the first meeting of the Council following an ordinary election.

The Chief Executive Officer will act as the Returning Officer for this election. Nominations for the office are to be received in writing to the Chief Executive Officer before the meeting, or during the meeting before the close of nominations. Nominations close at the meeting at a time announced by the Chief Executive Officer.

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Councillors are to vote on the matter by secret ballot as if they were electors voting at an election. The votes cast are to be counted, and the successful candidate determined in accordance with Schedule 4.1 (Attachment 9.1.1.3).

If, when the votes cast under clause 8(5) are counted, there is an equality of votes between 2 or more candidates who are the only candidates in, or remaining in, the count, the count is to be discontinued and, not more than 7 days later, a special meeting of the council is to be held.

The Chief Executive Officer is to declare and give notice of the result in accordance with regulation 11F of the *Local Government (Constitution) Regulations 1998* (Attachment 3).

## **2.2. Swearing in of Deputy Mayor**

Section 2.29 (Attachment 9.1.1.1) of the *Local Government Act 1995* requires a person who has been elected as a Councillor to make a declaration in the prescribed form before acting in the office. The declaration is to be made before a person before whom a statutory declaration can be made under the *Oaths, Affidavits and Statutory Declarations Act 2005*. Mr Stephen Price MLA officiates for this purpose.

## **3. Public Question Time**

*A period of not less than 15 minutes is provided to allow questions from the gallery on matters relating to the functions of this meeting. For the purposes of Minuting, these questions and answers will be summarised.*

## **4. Petitions/Deputations**

## **5. Announcements by the Member Presiding Without Discussion**

## **6. Matters for Which the Meeting may be Closed**

### **6.1 8.1.3 Chief Executive Officer - Recruitment Process – Confidential Attachments**

#### **1. CEO 2023 Consultant Assessment**

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*

#### **2. Request for Quote 1.- CEO, City of Kalamunda**

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*

#### **3. Request for Quote 2. - City of Kalamunda CEO**

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*

#### **4. Independent Person on Selection Panel**

Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."*

**7. Disclosure of Interest**

**7.1. Disclosure of Financial and Proximity Interests**

- a. Members must disclose the nature of their interest in matter to be discussed at the meeting. (Section 5.56 of the *Local Government Act 1995*.)
- b. Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting. (Section 5.70 of the *Local Government Act 1995*.)

**7.2. Disclosure of Interest Affecting Impartiality**

- a. Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the member or employee had given or will give advice.

**8. Reports to Council**

**8.1. Chief Executive Officer Reports**

**8.1.1. Appointment of Councillors to External, Management Committees and Advisory Groups 2023/2025**

*Declaration of financial / conflict of interests to be recorded prior to dealing with each item.*

Previous Items	N/A
Directorate	Office of the CEO
Business Unit	Governance
File Reference	
Applicant	
Owner	
Attachments	<ol style="list-style-type: none"> <li>1. Governance 13 - Appointment of Committee Members to Advisory Committees and Reference Groups [<b>8.1.1.1</b> - 6 pages]</li> <li>2. 2023-2025 Management and Advisory Committees and Groups- October 2023 [<b>8.1.1.2</b> - 42 pages]</li> <li>3. Nominations for Committees 2023-2025 [<b>8.1.1.3</b> - 1 page]</li> </ol>

**TYPE OF REPORT**

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
□ Executive	When Council is undertaking its substantive role of direction setting and oversight (eg accepting tenders, adopting plans and budgets)
Information	For Council to note
Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person’s rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal



## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

### Priority 4: Kalamunda Leads

**Objective 4.1** - To provide leadership through transparent governance.

**Strategy 4.1.1** - Provide good governance.

**Strategy 4.1.2** - Build an effective and efficient service based organisation.

## EXECUTIVE SUMMARY

1. The purpose of this report is for Council to appoint Council delegates and representatives onto External, Management and Advisory Committees and Groups for the period October 2023 to October 2025.
2. Council has been provided with an overview of the Terms of Reference and roles and responsibilities associated with each of the committees to which appointments will be made (Attachment 2).
3. This report requires Council to approve the appointments by absolute majority.

## BACKGROUND

4. The appointment of Council delegates is to ensure Council is always fully and formally represented.

## DETAILS AND ANALYSIS

5. Representation on the City of Kalamunda Management, Advisory Committees and Groups is outlined in the terms of reference as provided as Attachment 2.
6. A brief description of the other committees to which delegates are sought is provided below for information. The number of delegates required for each group is advised in Attachment 3.
7. Western Australia Local Government Association East Zone (Zone)  
The Zones is a group of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters.

8. Perth Airports Municipalities Group  
The Perth Airports Municipalities Group (PAMG) is a forum for local government and airport operators to discuss and resolve issues relating to airports which either directly or indirectly affect the local community.
9. Kalamunda History Village  
The Kalamunda Historical Society Committee has responsibility for the day to day operations of the History Village and Stirk Cottage, on behalf of the City, under a Lease Agreement. A Councillor Delegate sits on the Committee.
10. Parks of the Darling Range Community Advisory Committee  
The Parks of the Darling Range Community Advisory Committee is a regular forum to hear public opinion and exchange advice on management issues affecting the parks of the Darling Range.
11. Metropolitan Regional Road Group  
Purpose and membership provided within Attachment 1.

#### **APPLICABLE LAW**

12. *Local Government Act 1995*

#### **APPLICABLE POLICY**

13. Governance 13: Appointment of Community Members to Advisory Committees and Reference Groups (Attachment 1).

#### **STAKEHOLDER ENGAGEMENT**

14. N/A

#### **FINANCIAL CONSIDERATIONS**

15. The City of Kalamunda allocates time and resources to the operation of Advisory Groups and Committees in accordance with the annual budget process.

**SUSTAINABILITY**

- 16. Advisory Committees and Groups provide the Council with community expertise to enhance decision making.

**RISK MANAGEMENT**

17.	<b>Risk:</b> Council does not appoint delegates to various Regional Committees and Groups and City Management and Advisory Committees		
	<b>Likelihood</b>	<b>Consequence</b>	<b>Rating</b>
	Unlikely	Significant	High
	<b>Action/Strategy</b>		
	Ensure Council recognises the value-added benefit Advisory Committees bring to Council decision making.		

**CONCLUSION**

- 18. Officers recommend Council appoint delegates to each of the Regional Committees, Groups and City of Kalamunda Management, Advisory Committees and Groups.

**Voting Requirements: Absolute Majority**

**RECOMMENDATION**

That Council APPOINT those delegates set out in Attachment 3 to each of the Regional Committees, Groups and City of Kalamunda Management, Advisory Committees and Groups listed therein.

## 8.1.2. Development Assessment Panels - Nomination of Members

*Declaration of financial / conflict of interests to be recorded prior to dealing with each item.*

Previous Items	SCM 249/2019, SCM 315/2021, OCM 85/2022, OCM 105/2022, OCM 48/2023
Directorate	Development Services
Business Unit	Approval Services
File Reference	3.009297
Applicant	N/A
Owner	N/A
Attachments	1. LG DAP Members Nomination Form [8.1.2.1 - 1 page]

### TYPE OF REPORT

Advocacy	When Council is advocating on behalf of the community to another level of government/body/agency
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Information	For Council to note
□ Legislative	Includes adopting Local Laws, Town Planning Schemes and Policies. When Council determines a matter that directly impacts a person's rights and interests where the principles of natural justice apply. Examples include town planning applications, building licences, other permits or licences issued under other Legislation or matters that could be subject to appeal to the State Administrative Tribunal

### STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

#### **Priority 4: Kalamunda Leads**

**Objective 4.1** - To provide leadership through transparent governance.

**Strategy 4.1.1** - Provide good governance.

**Strategy 4.1.2** - Build an effective and efficient service based organisation.

### EXECUTIVE SUMMARY

1. To consider nominations of the Council's local government members to the Metro Outer Joint Development Assessment Panel (DAP) following City of Kalamunda (City) Local Government councillor elections.

2. The Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations) commenced on 24 March 2011. DAPs commenced operation on 1 July 2011. The role of DAPs is to determine significant development applications to simplify planning approvals.
3. It is recommended council nominate a sitting council to the Metro Outer Joint Development Assessment Panel.

## **BACKGROUND**

4. A DAP comprises a membership of three technical experts and two local government representatives with the authority to determine applications for development approval. The local government representatives will only be required to sit on the DAP where, for the purposes of the City's members, the application is for a development within the City's local government area.
5. The City's current members on the Metro Outer Joint DAP are:

<b>Members</b>	<b>Alternative Member</b>
Cr Margaret Thomas	Cr Lisa Cooper
Cr Sue Bilich	Cr Kathy Ritchie

## **DETAILS AND ANALYSIS**

6. Current DAP members will remain appointed for the balance of the current term expiring 26 January 2024. New DAP members will be appointed for the upcoming 2-year term expiring 26 January 2026.
7. All members will be required to attend a training workshop on planning law in relation to matters to be considered in the assessment, decision making, and appropriateness of conditions for approval or reasons for refusal, as well as the Code of Conduct. Local government representatives who have previously been appointed to a DAP and have received training are not required to attend further training.
8. Should the Council not nominate the required members for the DAP, the DAP Regulations allow for the Minister for Planning to appoint community representatives in their place.
9. It has become mandatory to refer a development proposal which has a total value of more than \$10 million to a DAP for determination. Exclusions to this mandatory requirement are for a single house, less than 10 grouped or multiple dwellings and development by the local government or WA Planning Commission.

10. When an application is lodged with the City, which has a value between \$2 million and \$10 million, the applicant may nominate it be determined by a DAP rather than the responsible authority.
11. In February 2023, the State Government introduced the final regulatory changes to reform the Development Assessment Panel (DAP) process, including:
  - a) The reduction in the number of district panels from 5 to 3.
  - b) The DAP system being complete opt in for any development over \$2 million.
  - c) The appointment of DAP experts under a fixed term arrangement.

It is anticipated that the regulatory changes will have effect later this year.

12. It is important to have Councillor representation on the DAP to represent the community. The DAP considers some of the more significant development applications within the City and therefore it is important to ensure an understanding and representation of the local issues.

#### **APPLICABLE LAW**

13. The Planning and Development (Development Assessment Panels) Regulations 2011 provide for the operation, constitution, and administration of DAP's.
14. The DAP Regulations prevent a DAP member from attending a meeting without first completing mandatory training.

#### **APPLICABLE POLICY**

15. Nil.

#### **STAKEHOLDER ENGAGEMENT**

16. Nil.

#### **FINANCIAL CONSIDERATIONS**

17. Any DAP member who successfully completes training is entitled to be paid for their attendance at DAP training and DAP meetings.

#### **SUSTAINABILITY**

18. Nil.

**RISK MANAGEMENT**

19.	<b>Risk:</b> Nomination for a member on the Metro Outer Joint DAP is not made.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Low	Unlikely	Moderate
	<b>Action/Strategy</b>		
	Action/Strategy Ensure Council is aware of the implications for development approvals if there are not sufficient members appointed to the DAP.		

**CONCLUSION**

- 20. Members on a DAP will be provided with the training and the opportunity to consider development applications of a significant nature.
- 21. New members and alternative members nominated will be appointed to 26 January 2024.

**Voting Requirements: Simple Majority**

**RECOMMENDATION**

That Council:

- 1. NOMINATE \_\_\_\_\_ as Member 1 on the City of Kalamunda’s member for the Metro Outer Joint Development Assessment Panel.
- 2. NOMINATE \_\_\_\_\_ as Member 2 on the City of Kalamunda’s member for the Metro Outer Joint Development Assessment Panel.
- 3. NOMINATE \_\_\_\_\_ as Alternative Member 1 on the City of Kalamunda’s member for the Metro Outer Joint Development Assessment Panel.
- 4. NOMINATE \_\_\_\_\_ as Alternative Member 2 on the City of Kalamunda’s member for the Metro Outer Joint Development Assessment Panel.

### 8.1.3. Chief Executive Officer - Recruitment Process

***Declaration of financial / conflict of interests to be recorded prior to dealing with each item.***

Previous Items

Directorate Office of CEO  
Business Unit People Services  
File Reference  
Applicant  
Owner

Attachments

1. Governance 12 - Recruitment & Selection, Performance Review, Salary Review and Termination of the Ch [8.1.3.1 - 11 pages]
2. Process, timeline & Independent Person [8.1.3.2 - 2 pages]
3. CEO Recruitment Request for Quotation 2023 [8.1.3.3 - 2 pages]

Confidential Attachments

1. CEO 2023 Consultant Assessment  
Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*
2. Request for Quote 1.- CEO, City of Kalamunda  
Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*
3. Request for Quote 2. - City of Kalamunda CEO  
Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (c) - "a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting."*
4. Independent Person on Selection Panel  
Reason for Confidentiality: *Local Government Act 1995 (WA) Section 5.23 (2) (b) - "the personal affairs of any person."*



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## STRATEGIC PLANNING ALIGNMENT

*Kalamunda Advancing Strategic Community Plan to 2031*

### **Priority 4: Kalamunda Leads**

**Objective 4.1** - To provide leadership through transparent governance.

**Strategy 4.1.1** - Provide good governance.

**Strategy 4.1.2** - Build an effective and efficient service-based organisation.

## EXECUTIVE SUMMARY

1. The *Local Government Act 1995* and associated Regulations stipulate a required process to recruit a Chief Executive Officer (CEO) following the position becoming vacant. The CEO resigned effective 26 September 2023.
2. One of the fundamental roles of Council is the employment of the CEO. The CEO is responsible for the implementation of council's strategic vision and for leading the local government administration.
3. The purpose of this report is to seek Council's approval for:
  - a) The appointment of an independent person and an external Human Resources (HR) consultant to support the CEO Recruitment process;
  - b) The proposed recruitment process (including the appointment of a selection panel) is to be undertaken to facilitate the recruitment of a new CEO.

## **BACKGROUND**

4. Following the resignation of the former CEO on 26 September 2023, the process of appointing a new CEO is required.
5. The CEO Recruitment process outlined in paragraph 9 provides Council with a series of steps and critical timelines to assist Council in finding a suitably experienced CEO in the most-timely fashion.
6. It is important the City carefully consider the role of the CEO, which includes the powers and functions of the role, the selection criteria for the position and the specific skills and experience the City will require of the CEO.

## **DETAILS AND ANALYSIS**

7. The CEO Recruitment process is very significant, and it is important Council engage in a robust process to ensure the CEO Recruitment process delivers the City the best possible candidates.
8. Regulation 18 (c) of the *Local Government [Administration] Regulations 1996* provides a local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.
9. The CEO Recruitment Process should be in accordance with the principles of merit, equity, and transparency. Section 5.40 of the *Local Government Act 1995* lists a number of general principles of employment that apply to local governments. The minimum standard for recruitment selection will be met if:
  - a) Council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO.
  - b) Council has approved by absolute majority the Position Description, clearly outlining the qualifications, selection criteria and responsibilities of the position.
  - c) A Selection Panel has been established to conduct the recruitment and selection process.
  - d) Applicants are attracted through an open, transparent and competitive process.
  - e) The Selection Panel has assessed the knowledge, experience, qualifications, and skills of all applicants against the selection criteria.
  - f) The Selection Panel has verified the recommended applicants work history, qualifications, referees and claims made in their job application.

- g) The appointment is merit based with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.
  - h) The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
  - i) Council has endorsed by absolute majority the final appointment.
  - j) Council have approved the employment contract by absolute majority.
10. The establishment of the selection panel is a critical component of the CEO Recruitment process and will be most effective if it includes members who have experience in working with or at Senior executive level.
- The selection panel must comprise of:
- a) council members (the number of which must be determined by the council); and
  - b) one independent person.
11. It is considered a selection panel comprising four (4) councillors plus the independent person would be the most effective size and in accordance with industry best practice.
12. The inclusion of an independent person on the selection panel is a requirement under section 5.40 of the *Local Government Act 1995*. The independent person cannot be a current elected member, human resources consultant or staff member of the local government.
13. The City has identified the three candidates for consideration as an independent person on the selection panel these are presented in Confidential Attachment 4.
14. The responsibilities of the Selection Panel are outlined in Council Policy – Governance 12 – Recruitment & Selection, Performance Review, Salary Review and Termination of the Chief Executive Officer (Attachment 1).
15. It is considered the CEO Recruitment process should be supported by a HR Consultant with demonstrated experience in recruitment of senior local government staff.
16. Following a recent briefing to Council, the procurement process has been applied and Requests for Quote (Attachment 3) have been sought from appropriately experienced HR consultants.
17. Four (4) companies were approached with two (2) companies providing quotes and an assessment-criteria was applied. The preferred supplier and their quote can be seen in Attachment (Attachment 5).

18. The CEO Recruitment process requires:
- a) Establishment of the Selection Panel.
  - b) Council appointment of an Independent Person for inclusion in the Selection Panel.
  - c) Council to endorse the preferred supplier for HR Consultant appointment.
  - d) With assistance from the HR Consultant, the Selection Panel identifies and finalises the required qualifications, selection criteria & Position Description.
  - e) The Recruitment Panel to approve appropriate Key Performance Measures (KPIs).
  - f) The Recruitment Panel to approve the advertising recommendation and the advertisement.
  - g) The Recruitment Panel to approve interview questions and presentation subjects.
  - h) HR Consultant to undertake:
    - i. Advertising on national job boards.
    - ii. Initial screening of applications against the selection criteria and create a shortlist.
    - iii. Coordinate with the Recruitment Panel to book candidate interviews.
    - iv. Assists the CEO Recruitment Panel to conduct & evaluate interviews & presentations.
    - i) Approve interview questions and presentation subject.
  - j) The CEO Recruitment panel to assess candidates through an assessment summary process.
  - k) Recruitment Panel informs the HR Consultant on preferred candidate.
  - l) Council approves the Contract of Employment by Absolute Majority.
  - m) HR Consultant negotiates with preferred candidate on salary, terms & conditions of the contract and Performance Measures (KPIs).
  - n) HR Consultant undertakes appropriate background checks, psychometric testing and reference checks prior to issuing a final offer.
  - o) The Recruitment Panel makes a recommendation to Council to appoint preferred candidate with an Absolute Majority required to authorise the Offer of Employment.
  - p) Preferred candidate appointed to the position of CEO.

**APPLICABLE LAW**

19. Section 5.36 (4) of the *Local Government Act 1995* and Regulation 18 (c) of the *Local Government (Administration) Regulations 1996* are relevant to the process in particular Regulation 18 (c) requires the Council to approve the process to recruit a CEO.

**APPLICABLE POLICY**

20. Policy Governance 12 Recruitment Performance Review Termination of Chief Executive Officer (Attachment 1)

**STAKEHOLDER ENGAGEMENT**

21. Nil.

**FINANCIAL CONSIDERATIONS**

22. The cost to appoint a recruitment consultant is estimated at 15% to 25% of the total package offered to the preferred candidate to fulfil the role of Chief Executive Officer. The recommended HR Consultant has quoted \$34,500 to assist the City in conducting the CEO Recruitment process.

**SUSTAINABILITY**

23. Nil.

**RISK MANAGEMENT**

24.	<b>Risk:</b> CEO Recruitment Process fails to exercise due diligence in the recruitment process leading to the appointment of an unsuitable candidate.		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Major	Possible	High
	<b>Action/Strategy</b>		
	Ensure that Council employs suitably qualified people to support the CEO Recruitment process		

25.	<b>Risk:</b> CEO Recruitment Process fails to establish effective Key Performance Indicators resulting in Council being unable to effectively manage the performance of the CEO		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Major	Possible	High
	<b>Action/Strategy</b>		
	Ensure that Council employs suitably qualified people to support the CEO Recruitment process		

26.	<b>Risk:</b> Delay in appointing a Selection Panel and undertaking the recruitment process to appoint a CEO would lead to uncertainty, inconsistency and lack of leadership		
	<b>Consequence</b>	<b>Likelihood</b>	<b>Rating</b>
	Major	Possible	High
	<b>Action/Strategy</b> City outlines a proposed recruitment process and timeline for Council adoption.		

**CONCLUSION**

- 27. The CEO Recruitment process is one of the most fundamental roles of Council, as the CEO is responsible for the implementation of Council's strategic vision and for leading the City's administration.
- 28. This paper outlines the proposed recruitment process and recommends the proposed Selection Panel who will initiate the CEO Recruitment process.  
The CEO Recruitment process provides opportunity for the full Council to be involved in the final decision to recruit a CEO.

**Voting Requirements: Absolute Majority**

**RECOMMENDATION**

That Council:

1. APPROVE the recruitment process as outlined in Attachment 2.
2. ESTABLISH the Selection Panel for the recruitment of the Chief Executive Officer comprising:
  - a) the Mayor;
  - b) the Deputy Mayor;
  - c) Cr \_\_\_\_\_ and  
Cr \_\_\_\_\_
  - d) \_\_\_\_\_  
as the Independent Person
3. APPROVE the appointment of \_\_\_\_\_ as the HR Consultant.

**9. Meeting Closed to the Public**

**10. Closure**